

**POLICE ADMINISTRATIVE SERVICES DIRECTOR**

**DISTINGUISHING FEATURES**

The fundamental reason the Police Administrative Services Bureau Director exists is to direct the activities, through managers, of the civilian units of the Police Department, including: Crime Laboratory, Property and Evidence, Records and Identification, Special Services, Communications, Planning and Research and Crime Analysis. As a civilian member of the police executive team, this classification performs responsibilities under general direction from the Police Chief.

**ESSENTIAL FUNCTIONS:**

Plans, organizes and directs the work of management, professional, clerical and technical employees in the Administrative Services Bureau. Shares a commitment to quality and teamwork.

Selects, trains, evaluates and supervises staff. Establishes and implements bureau goals, objectives, practices and procedures. Observes and reviews the work of staff to ensure conformance to established policies and procedures.

Works with managers to resolve individual unit work and employee issues, both internal and external to the bureau. Investigates, prepares, presents written reports regarding allegations of misconduct by bureau employees.

Develops budget requests and prepares written proposals on a computer requiring visual and muscular dexterity. Monitors and manages the bureau budgets.

Makes presentations to top management regarding bureau operations and the implementation of long- and mid-range plans and programs. Shares a departmental and city commitment to quality. Collects and analyzes data in order to make oral and written recommendations to management.

Communicates, coordinates and serves as a liaison on bureau operations and activities with other law enforcement and criminal justice agencies, and other internal city and department divisions.

Maintain regular consistent attendance and punctuality.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Knowledge of:

Federal and state regulations relating to the security and privacy of police files and records.  
The rules and regulations of the Police Department, relevant Federal and State Laws, City Ordinances, and the approved principles, practices, procedures, operation and organization of police work.

The theories, principles, and practices of effective police administration with particular attention to planning and organizing police services and operations

The theories, principles, and practices of effective public administration, with special reference to department policies, personnel, and budget administration

Modern management techniques, supervisory practices, and evaluation methods

Governmental organization and management

The principles and methods of budget preparation and monitoring

The activities, objectives, and ideas of police services and operations

The facilities, equipment, and personnel needed to provide police services and operations  
The laws and court decisions affecting police departments.

**Ability to:**

Assist with planning, organizing, staffing, and directing the range of activities commonly found in a progressive municipal police department

Organize and direct the activities of a large staff engaged in providing police services

Directly supervise special functions or programs as may be assigned by the Police Chief

Organize and direct personnel in emergency situations

Deal effectively with the general public and representatives of other law enforcement agencies, City departments, state, county, and federal governments, and private agencies in coordinating activities and resolving problems

Establish and maintain effective working relationships with staff, City officials, community organizations, and the general public

Observe and monitor behavior to determine compliance; coordinate activities among varied units and resolve complex issues.

Prepare written documents in English with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

Comprehend and make inferences from material written in the English language.

Communicate effectively in English with police staff at all levels, other city workers, other law enforcement agencies, and the general public.

Operate standard office equipment including a computer terminal requiring continuous and repetitive hand/eye movement.

**QUALIFICATIONS:**

Bachelor's degree in Criminal Justice, Business Administration, Public Administration or related area. Four to seven years experience in police administration and some supervisory experience.

**FLSA Status: Exempt**

**HR Ordinance Status: Unclassified**